

78-2222/2

OGC Has Reviewed

30 JUN 1978

STATINTL MEMORANDUM FOR: [REDACTED]

FROM: Thomas B. Yale  
Director of Finance

SUBJECT: Request for Restoration of Annual Leave

REFERENCES: A. Memorandum to you from Acting Director  
of Finance, dtd. 7 Sept. 1977, Same  
Subject

STATINTL B. [REDACTED]

1. I am pleased to inform you that a further review of the facts and circumstances causing your forfeiture of leave for the 1976 leave year has resulted in a determination by the Office of General Counsel that the spirit of the governing requirements of reference were satisfied. Accordingly, I have established a Restored Leave Account of 59 hours. In accordance with Reference B, this leave must be used prior to 13 January 1979.

2. It is important that the provisions of [REDACTED] paragraph 3c(5) be carefully followed in reporting use of restored leave to facilitate the manual processing requirements for your restored leave account. A copy of the Restored Leave Report form is attached for your convenience. STATINTL

(signed) Thomas B. Yale

Thomas B. Yale

Att

☒ INTERNAL  
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

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ROUTING AND RECORD SHEET

ACT: (Optional)

STATINTL

Request for Restoration of Annual Leave - [REDACTED]

78-2222/1

DM:

John F. Blake  
Deputy Director for Administration  
7D26 HQS.

EXTENSION

NO.

DATE

5454

5 JUL 1978

(Officer designation, room number, and  
address)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

Mr. John Waller  
Inspector General  
6E08 HQS.

John:

DD/A Registry  
File Personnel-2

1. There is attached a copy of  
a D/Finance memo to [REDACTED]  
informing him of the establishment  
of a restored leave account for the  
forfeited leave which was the  
subject of your memo of 30 May 1978  
to the DDCI.

2. The 30 May memo is being  
returned to you because the  
authority to waive regulations as  
requested in that memo is vested  
in me by [REDACTED]. Before acting on  
the waiver request, I asked for  
Office of Finance comments. Finance  
requested OGC in the light of a  
recent OGC finding on another  
restored leave case to determine  
whether there was any basis for a  
ruling that the spirit of the  
regulations had been satisfied in  
[REDACTED]'s case. OGC ruled  
affirmatively. The Office of Finance  
informal request to General Counsel  
and the General Counsel response  
are also attached for your  
information.

/s/ Jack Blake

John F. Blake

Atts

STATINTL

STATINTL

DD/A Registry

STATINTL

610

USE PREVIOUS  
EDITIONS

☐

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☐

CONFIDENTIAL

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INTERNAL  
USE ONLY

☐

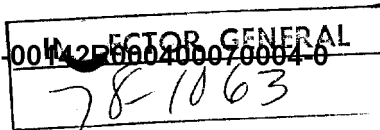
UNCLASSIFIED

Approved For Release 2001/09/01 : CIA-RDP81-00142R000400070004-0 UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b> <i>EO/ODA 7/5</i>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Deputy Director for Administration 7D26 HQS.	5 JUL 1978	<i>hy</i>		
2					
3	<i>DDA</i>				
4					
5					
6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
<b>Remarks:</b>  Jack:  I believe the attached route sheet note is responsive to our recent discussion on how we should inform IG of the disposition of the IG appeal to DDCI on behalf of [REDACTED] request for restoration of leave.  <div style="background-color: black; width: 150px; height: 40px; margin: 10px auto;"></div> <div style="text-align: center;">              Thomas B. Yale           </div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Director of Finance, 1212 Key Bldg. Approved For Release 2001/09/01 : CIA-RDP81-00142R000400070004-0 UNCLASSIFIED					6/30/78

STATINTL

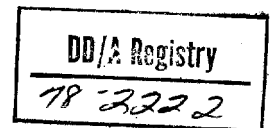
STATINTL

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DDA

30 MAY 1978



MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : John H. Waller  
Inspector General

SUBJECT : [REDACTED], GS-15, Request for Restoration  
of 59 Hours of Annual Leave

25X1A

25X1A

1. Action Requested: That you approve the recommendation in paragraph 16 to restore 59 hours of annual leave lost by Mr. [REDACTED] at the end of 1976.

25X1A

2. Background: [REDACTED] leave was lost as a result of a sequence of events that prevented his taking planned leave in the last quarter of 1976.

25X1A

3. On 25 August 1976, [REDACTED] requested in writing 80 hours of annual leave for the period 30 August through 13 September. This was approved by his Branch Chief on the same date. Due to the press of business, involved with the analysis of a major foreign technical system, this leave was postponed to the period 7 September to 20 September. A copy of the leave slip is attached. The amendment to the scheduled leave was not approved in writing.

25X1A

4. On 4 September 1976, [REDACTED] departed the Washington area for a vacation in Pennsylvania. On Monday, 6 September, a decision was taken at a meeting at CIA Headquarters at which the Associate DDS&T, the Director of the Office of Weapons Intelligence, [REDACTED]

25X1A

25X1A

25X1A

5. [REDACTED] returned from leave on Thursday, 9 September, and left for [REDACTED] the following day. On 9 September, [REDACTED] leave slip was marked, by his Branch Chief, "cancelled." A total of 56 hours of his scheduled 80 hours was cancelled by this action.

25X1A

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6. On 18 October, [REDACTED] completed the overseas phase of the exploitation effort. He was involved in various aspects of the exploitation follow-up until 5 November.

25X1A

7. On 1 November, [REDACTED] applied for leave for two periods, 22-30 November and 20-31 December. On the face of the leave slips this involved a total of 128 hours of annual leave. Copies of these approved applications are attached. During the above period it was learned that a government in the Middle East was willing to receive a technical team from CIA [REDACTED]. The timing for the team was subject to the requirements of that government.

25X1A

[REDACTED] was advised to be on standby for a possible TDY, and on 12 November the decision was taken for the trip in question. The ADDS&T, in consultation with the DDS&T, agreed to the cancellation of [REDACTED] leave scheduled for 22-30 November. [REDACTED] Branch Chief wrote "cancelled" on the leave application for that period, thereby cancelling 48 hours of leave. [REDACTED] was involved from 12 November through 10 December planning and acquiring the equipment for the overseas exploitation effort, and on the overseas trip. He was involved from 13 to 17 December in follow-up work in connection with the exploitation effort. [REDACTED] took 64 hours of annual leave from 20 to 31 December, as had been scheduled previously. There being no more time left in the year, he had 59 hours of unused leave at the end of that period.

25X1A

25X1A

25X1A

8. On 7 April 1976, in compliance with the advice of the OWI Administrative Officer, [REDACTED] submitted an application to the Director of Finance for the restoration of 59 hours of unused annual leave lost in 1976. The Acting Director of Finance rejected the request on 7 September 1977, noting that:

"...Annual leave forfeited because of an exigency of public business is eligible for restoration only if determination of the exigency is made in writing in advance or concurrently with the cancellation of leave by the cognizant Deputy Director or his designee. The Deputy Director for Science and Technology has made such a delegation to Mr. [REDACTED] Executive Officer, DDS&T.

"Unfortunately the determination of the exigency and cancellation of leave by [REDACTED] does not qualify the forfeited leave for restoration."

25X1A

9. The Executive Officer of the Directorate of Science and Technology requested a review of the decision, and on 31 January 1978 the Director of Finance replied noting that he lacked authority to restore the leave in the absence of a determination of an exigency of public business and the cancellation of leave in writing prior to the beginning date of the scheduled leave.

SECRET

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10. Findings:

The Agency regulation specifies that the determination of the exigency of public business will be made in writing, in advance of the cancellation of leave, by the Deputy Director concerned.

11. In the first instance the ADDS&T, in the absence of the DDS&T, authorized the cancellation of the leave. In the second instance the DDS&T was informed of the requirement to cancel the leave, and in the absence of an objection we interpret this as implicit approval. Thus, as a finding of fact, the decision was taken at the proper level, that of the top command level of the Directorate in question.

12. While it is a requirement of the law that the leave be approved in writing in advance, it is not a requirement of the law that its cancellation be approved in writing in advance. That requirement is unique to this Agency, and has been criticized as an unrealistic, bureaucratic requirement. The present situation, with the odd sequence of events, makes it very clear that an injustice would result from a narrow administrative requirement that defeats the apparent attempt of the Congress to make it possible to have properly approved leave restored.

25X1A

13. [REDACTED] in his attempt to use his annual leave, has suffered from a sequence of events that deprived him of much of the leave he had planned to take.

14. While the Agency is bound by the requirements of statute, it is not bound by the unjust results of its own regulations. The issuing authority can waive the application of such a regulation when it reaches an improper result, as in the present case.

15. Staff Position: The Director of Finance is not authorized to make exceptions to Agency cases such as this and administers the letter of the regulation. The Office of General Counsel, in past cases, has opined that the DDCI has authority to waive this requirement of the regulation in cases such as this although as a matter of administrative policy it has argued against doing so. We believe that reason and equity, in this case, warrants the waiving of the regulation as it applies to [REDACTED], and we support the restoration of the lost leave.

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16. Recommendation: That you approve the restoration of 59 hours of annual leave lost by [REDACTED] at the end of 1976, and that the Director of Finance be instructed to take proper steps to credit him with leave accordingly.

25X1A

(signed)  
John H. Waller  
John H. Waller

Attachment: a/s

APPROVED:

Deputy Director of Central Intelligence

DISAPPROVED:

Deputy Director of Central Intelligence

DATE:

Approved For Release 2001/09/01 : CIA-RDP81-00142R000400070004-0

TO : Director of Finance

STATINTL  
SUBJECT : Application to Restore Leave Forfeited - [REDACTED]

(Employee's Name and Number)

REFERENCE: Public Law 93-181

1. It is requested that <sup>59</sup>~~64~~ hours of annual leave forfeited by the above employee be restored and established by the Office of Finance in a special leave account.STATINTL 2. On 1 November 1976 all or part of the leave forfeited was scheduled and approved by [REDACTED] (see Form 71 attached) to be used as follows:  
(Supervisor)

(Show date(s) during which the leave was scheduled for use and the amount of leave (days/hours) scheduled.)

3. 59 hours of this leave were cancelled because of:(a) ☒ Exigencies of public business. Beginning dates 9 Sept. 22 Nov., Ending dates 18 Oct. 17 Dec.

(Attach a complete statement of the nature of the exigency, i.e., the circumstances and factors that made this an exigency of the public business.)

(b) ☐ Illness. Beginning date \_\_\_\_\_, Ending date \_\_\_\_\_4. Disposition of 59 hours of cancelled leave (from paragraph 3 above):

(a)	Number of hours used	<u>0</u>
(b)	Carried forward to new leave year	<u>0</u>
(c)	Forfeited	<u>59</u>

(d)	Number of work hours remaining in leave year following ending date of exigency or illness stated in paragraph 3 above	<u>64</u>	Leave was also scheduled for time period.
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(SEE ATTACHED SF-71)

Note: Hours of forfeited leave eligible for restoration (paragraph 1 above) may not be greater than the excess of amount reported for item 4(c) over item 4(d) unless caused by illness or exigencies of the public business -- if greater, explain on reverse side and attach supporting documentation.

STATINTL

Employee's Signature

Date

7 April 1977

APPROVED:

Approved For Release 2001/09/01 : CIA-RDP81-00142R000400070004-0

Authorizing Official

Date

ATTACHMENT A



STATINTL

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**Next 2 Page(s) In Document Exempt**

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM		
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OFFICIAL ROUTING SLIP		

TO	NAME AND ADDRESS	DATE	INITIALS
1	D/F [redacted]		
2	1212 [redacted]		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Att: DDA 78-2222

Remarks:

Hugh,  
 Here is the case I spoke with you on the telephone on Wednesday.  
 That [redacted]

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Administration 7D 24 Hqs. x5454	31 May 78
UNCLASSIFIED	CONFIDENTIAL
	SECRET

FORM NO. 1-67 237 Use previous editions (40)

"Hugh,  
 "Here is the case I spoke with you on the telephone on Wednesday.  
 "Thanx. /s/Jack Blake"

DDA:JFBlake:kmg(31 May 78)

Distribution:  
 Orig RS - D/Fin(Att: [redacted] w/o Att (by hand of D/F- 5/31/78)

- 1 - DDA Subj w/3 cys of Att
- 1 - DDA Chrono
- 1 - JFB Chrono

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Att: Memo dtd 30 May 78 to DDCI via DDA  
 GS-15, Request for Restoration of  
 Leave (DDA 78-2222)